WHAT ARE PRONOUNS? Pronouns are the way we refer to each other in the third person.

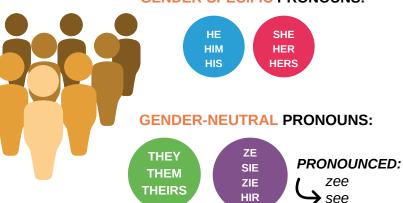
People may use multiple pronouns in different combinations and there are many gender identities and pronouns beyond these listed.

People may choose to explain why they use specific pronouns, or it may be a private matter. Some people who are **gender-neutral or transitioning** may use non-binary/inclusive pronouns.

what is GENDER NEUTRAL & **GENDER EXPANSIVE?**

An umbrella term sometimes used to describe people who expand notions of gender expression and identity beyond perceived or expected societal gender norms...





why **PRONOUNS** are **important** in the workplace:

- + shows respect
- + creates an inclusive work environment
- + more people are in the workforce who identify as transgender and/or gender expansive/non-binary

PRONOUNS in action:

"They are a writer and wrote that book themself. Those ideas are *theirs*. I like both *them* and *their* ideas."

"Ze is a writer and wrote that book hirself. Those ideas are *hirs*. I like both *hir* and *hir* ideas."

how to use **PRONOUNS** to demonstrate allyship:

If you find yourself unsure of someone's pronoun, **be attentive** to how others refer to this person.

If you are still unclear or concerned that people might be using the incorrect pronoun, *politely and privately* ask that person what pronoun they use.



Start meetings with everyone introducing themselves and stating their pronouns.

Firstname Lastname (she/her/hers) | Occupation Title Office/division name | Federal Department/agency/etc. D: 202.XXX.XXXX | E: emailname@agency.gov Email: emailname@agency.gov Pronouns: they, them, theirs

Include your pronouns in your email signature.



When attending meetings or events, add your pronouns to your name tag.



he/him/his she/her/hers they/them/theirs ze/sie/zie/hir

BEST PRACTICES:



zee hear

> Acknowledge mistakes, apologize, and correct yourself when using the wrong pronoun.



Ensure that you do not make a big deal out of the mistake. Make the correction & move forward in the conversation. Most people appreciate a quick apology and correction at the time of the mistake!



Using a person's pronouns correctly is a way to respect someone and create an inclusive environment, just as using a person's name can be a way to respect them!

Authors:



EDI SGM Portfolio and SGM Engagement Committee with LGBT-Fellows and Friends and Salutaris: The NIH SGM Employee Resource Group



Sources:



"Pronouns Matter" https://www.mypronouns.org "Gender Pronouns: A Provider's Guide to Referring to Transgender Patients" https://www.prideinpractice.org/articles/transgender-pronouns-guide/ "Personal Pronouns" https://teaching.cambriancollege.ca/personal-pronouns/

